

Personnel Board Summarized Minutes
Monday, January 3, 2011

Call to Order/Roll Call of Members: Present: Pat Carnevale, Chairperson; Mario Diaz, Member; Grecia Ferro Ameneiro, Member; Ann Infante, Member; Beatriz Sosa, Member; Melissa Negron, Acting Human Resources Director; William Grodnick, City Attorney; and Bridget Bosch

AGENDA

1. Request to hold **Elections** for the position of Vice-Chairperson due to the resignation of Vice-Chairperson Eddie Garcia.

Nomination of Ms. Ferro Ameneiro for the Vice-Chairperson position by Ms. Infante.

APPROVED. Motion by Ms. Infante. Second by Ms. Sosa. Passed by unanimous vote.

2. Request to approve the minutes of the December 2010 Personnel Board meeting.

APPROVED. Motion by Ms. Ferro Ameneiro. Second by Ms. Sosa. Passed by unanimous vote.

3. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations, received November 2010.

- | | |
|------------------------|--------------------------------|
| 1. Lynda Harrington | Education & Community Services |
| 2. Alina De La Barrera | Library Division |
| 3. Ernesto Gutierrez | Police Department |
| 4. Juan Masso | Police Department |
| 5. Osmany Mirabal | Water & Sewer Department |
| 6. Olga Janero | Water & Sewer Department |

APPROVED. Motion by Ms. Sosa. Second by Ms. Ferro Ameneiro. Passed by unanimous vote.

4. Report of **Leave Without Pay** List for December 2010.

SO NOTED. (Ms. Ferro Ameneiro recommended that this portion of the agenda be provided by email or any other way that does not require the printing of so many pages. The documentation for this item has increased significantly in size due to the reporting of furlough days. This recommendation will be researched by Human Resources department to assure that it is permitted to be provided any other way than hard copy.)

5. Report of Civil Service **Appointments** for December 2010.

SO NOTED.

6. Report of Civil Service **Resignations** for December 2010.

SO NOTED.

7. Report of **Maternal/Paternal Leave** for December 2010. None

SO NOTED.

8. Report of **Leave of Absence** for December 2010. None

SO NOTED.

9. Request to certify eligibility list of **Fire Lieutenant.**

APPROVED. Motion by Ms. Infante. Second by Ms. Sosa. Passed by unanimous vote.

10. Request to conduct a Civil Service examination for the **Occupational License Inspector (Business Tax Receipt)** position with the following criteria:

- a. In-house
- b. 100% Written
- c. Must obtain a minimum of 70% on the written exam to be placed on the eligibility list.

Copy of job description and current eligibility list are attached.

Range 47 - \$1035 - \$1954 Bi-weekly

APPROVED. (As is. However, with the condition that for future requests, the position name and job description be changed to reflect Code Book revisions (occupational licenses no longer exist rather they are now known as business tax receipts.)

Motion by Mr. Diaz. Second by Ms. Infante. Passed by unanimous vote.

11. Request to hear **Unfinished Business.**

APPROVED. Motion by Ms. Sosa. Second by Ms. Infante. Passed by unanimous vote.

- 11a. Request to conduct a Civil Service examination for the **File Room Coordinator ~~Trainee~~ Aide** position with the following criteria:

- a. In-house
- b. 100% Written
- c. Must obtain a score of 70% to be placed on the eligibility list.

Copy of job description is attached. (No eligibility list on file.)

Range 43 - \$790 - \$1457 Bi-weekly

APPROVED. (With the condition that the position name be changed to File Room Coordinator Aide; and that the appropriate changes be made in the job description.)

Motion by Mr. Diaz. Second by Ms. Sosa. Passed by unanimous vote.

- 11b. Request to conduct a Civil Service examination for the Office Coordinator (Ivis Valdes) position with the following criteria:
- a. In-house, non-competitive
 - b. 40% Oral
 - c. 60% Education and Experience
 - d. Must obtain a score of 70% on the oral portion.
 - e. Must obtain a combined score of 70% to be placed on the eligibility list.

Copy of job description and resume are attached.

Range 01 – Management

APPROVED. (With the condition that Ms. Valdes update her resume to reflect accurately her work experience both with the City and in the private sector.)

Motion by Ms. Ferro-Ameneiro. Second by Mr. Diaz. Passed by unanimous vote.

12. Request to hear New Business.

NEXT PERSONNEL BOARD MEETING: "February 7, 2011"

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.